

Postdoctoral Fellow Policy and Procedure Changes February 2007

At the requests of Dr. Dorsa, Vice President for Research and Dr. Hallick, Provost the Research Council with input from others was asked to develop a consistent institutional-wide policy defining postdoctoral fellows' pay and benefits, duration of appointments, leave time and notice of appointments.

Below is a summary of the approved changes and implementation plan as recommended by a subcommittee of the Research Council which included representatives of the faculty, postdoctoral community, Human Resources and research administration.

Effective date: January 1, 2008, for **all** Postdocs.

Definition of Classifications

Two classifications are defined based on source of funding and job purpose.

- **Postdoctoral Researchers** are individuals appointed in this classification to gain research experience under the guidance of a faculty mentor and who receive a salary to perform research. Individuals holding this title are employees of OHSU, are considered "at-will" and do not receive annual contracts.

- **Postdoctoral Trainees** are individuals appointed in this classification to pursue advanced training under the guidance of a faculty mentor and who receive a stipend, which is funded from a training grant or individual external fellowship. Individuals holding this title are not employees of OHSU. They generally have an initial appointment of one year, which is reviewed annually for reappointment. A 30-day notice is given of non-renewal.

Please Note: Clinical Fellows are exempted from this policy.

Total Duration of Appointments

The total duration of appointments as a Postdoctoral Researcher or a Postdoctoral Trainee shall not exceed five years without approval from the appropriate VP. This time does not include postdoctoral experience at other institutions.

Letter of Appointment

The committee has recommended standardized letters of appointment. (See attached.) When a faculty member initiates an offer of an appointment or reappointment for a postdoctoral position, the offer must be made in a letter, which explains the basic terms of the appointment including dates of appointment, the salary or stipend level and included benefits. The letter should indicate the source of funds for the salary or stipend and also contingency funding, if any, should the initial sources of funding be terminated. The letter should indicate that the appointment is subject to all applicable university policies. The letter must be approved in advance by the

department chair, institute director, dean, and if an international candidate, the responsible officer for the exchange visitor program. A copy of the offer letter should be sent to HR with the new hire paperwork.

Letters for reappointment should briefly review the appointee's progress in both research and career development. After the approvals are obtained, the faculty mentor and department chair must sign the actual reappointment letter.

Percent Effort

Postdoctoral appointments should be at 1.0 full time equivalent. Exceptions must be approved by the Dean or Institute Director of the work unit. For appointments of less than 1.0 full time equivalent, the faculty mentor must make the appointee aware in writing that only the agreed percentage of time needs to be devoted to the postdoctoral position.

Pay Scale

The Postdoctoral Researcher salary scale was developed using the NIH scale as a guide but taking into account OHSU budgetary restrictions. (See attached OHSU scale.) If the salary of current Postdoctoral Researchers is below the new OHSU scale, the department shall develop a plan to increase the salary to the new pay scale within 3 years.

The Postdoctoral Trainee stipend is set by the external funding agency. If the stipend level is less than the OHSU minimum, it is to be supplemented to the OHSU minimum or approved as an exception by the appropriate VP.

Benefits

Postdoctoral Researchers will receive the same insurance contribution and insurance benefits as unclassified employees. This includes medical, dental, life, disability and accidental death insurances. They may also participate in the Health Care and Dependent Care Flexible Spending Accounts and may purchase Long Term Care Insurance. If the cost of coverage exceeds the maximum benefit dollar amount for unclassified employees, the amount exceeded will be deducted from the Researcher's paycheck.

Postdoctoral Trainees will receive the same insurance contribution as unclassified employees. They are eligible for health and dental insurance and \$5,000 basic life insurance. If the cost of coverage exceeds the maximum benefit dollar amount for unclassified employees, the amount exceeded will be deducted from the Trainee's stipend based on written authorization from the Trainee. Post Doctoral Trainees may purchase Long Term Care Insurance.

Postdoctoral Researchers and Trainees are not eligible for pension benefits; however, Researchers can contribute to the University Voluntary Savings Program, an optional retirement program for employees.

Leave Time

Postdoctoral Researchers shall receive 80 hours annually of vacation to be tracked at the departmental level only. These hours may be carried over from year to year. Sick leave is granted at 8 hours per month to be tracked at the departmental level. Neither sick nor vacation accruals shall be paid out at the time of termination. Holidays shall be granted consistent with the unclassified employee policy.

Postdoctoral Trainees shall receive vacation and sick time consistent with the funding agency's requirements. If no vacation or sick time is addressed by the funding agency, the Postdoctoral Researcher policy above shall apply.

Definition

At-will-employee may be terminated at any time, for any lawful reason, with or without notice.

Attachments

1. Postdoctoral Researcher appointment letter.
2. Postdoctoral Trainee appointment letter.
3. OHSU postdoctoral salary scale.

**Post Doc Compensation Changes
Effective January 2008**

	Current Practice	Current Practice	Effective 1/1/08	Effective 1/1/08
	Post Doc Researchers (Payroll)	Post Doc Trainee (Stipend)	Post Doc Researcher (Payroll)	Post Doc Trainee (Stipend)
Insurance Flex credit	No	No	Unclassified flexcredit of \$577.68	Unclassified flexcredit of \$577.68
Health Ins	Yes (pd in full)	Yes (pd in full)	Yes (100% for Employee only, additional cost above flexcredit deducted from pay)	Yes (100% for Employee only, additional cost above flexcredit deducted from pay)
Dental Ins	Yes (pd in full)	Yes (pd in full)	Yes (deducted from flexcredit + employee pay)	Yes (deducted from flexcredit + employee stipend)
Basic Life (\$5,000)	No	No	Yes (deducted from flexcredit + employee pay)	Yes (deducted from flexcredit + employee stipend)
Additional life ins	No	No	Yes (deducted from flexcredit + employee pay)	No
Short term disability ins	No	No	Yes (deducted from employee pay)	No
Long term disability ins	No	No	Yes (deducted from employee pay)	No
Health/Dependent Care Flexible spending acct	Yes	No	Yes	No
Long Term Care Insurance (paid by individual)	Yes	Yes	Yes	Yes
Opt out with cash back	No	No	Yes	No
Voluntary retirement savings plan 403(b), 457(b)	Yes	No	Yes	No
Vacation leave	No policy	No policy	Yes, 80 hrs/yr, tracked by dept	Per funding agency
Sick Leave	No policy	No policy	Yes, 96 hrs/yr, tracked by dept	Per funding agency
Holidays	Some	Some	9 per year	9 per year
New pay scale	No	No	Yes	Yes

Appendix 1. OHSU (proposed) and NIH (FY2007) Stipend Scales

Years Exp	OHSU Scale	NIH Scale	Difference	% NIH change
0	36,996.00	36,996.00	0.00	
1	38,106.00	38,976.00	870.12	5.35
2	39,249.00	41,796.00	2,546.94	7.24
3	40,427.00	43,428.00	3,001.47	3.90
4	41,639.00	45,048.00	3,408.68	3.73
5	42,889.00	46,992.00	4,103.50	4.32
6	44,175.00	48,852.00	4,676.84	3.96
7 or more	45,500.00	51,036.00	6,351.59	6.14

Appendix 2. Comparison to Postdoctoral Policies at other universities.

	<u>Salary Range</u>	<u>Annual Leave</u>	<u>Insurance Contribution</u>	<u>Retirement</u>	<u>Maximum appointment</u>	<u># of Postdoc Titles</u>
U of Penn	min of \$35,568	Vac: 16 days/year, no carryover University holidays Sick: 15 days/year	Hlth: Empl 100% paid Hlth: Family coverage may be paid if funding is available	No	5 years	-
U of Washington	min of \$35,580	Vac: none University holidays Sick: 12 days/year	Hlth: Empl 100% paid by Univ.	No	6 years	2
Stanford	min of \$36,000	Vac: 12 days/year, no carryover University holidays Sick: 15 days/year	Hlth: Empl 100% paid by Univ, % pd for Family Dental, life, disability paid by Univ.	No	5 years	-
UCSF	min of \$31,044	Vac: 4 wks during recess, no carryover University holidays Sick: 12 days/year	Hlth: Empl 100% paid by Univ. Eligible for all benefit plans	No	5 years	3
UCLA	min of \$31,044	Vac: 4 wks during recess, no carryover University holidays Sick: 12 days/year	Hlth: Empl & Fam 100% paid by Univ. Eligible for all benefit plans, 100% paid by Univ.	No	5 years	3

Postdoctoral Researcher Offer Letter Template

Date

Name

Address

City, State

Dear XXXXX,

I am pleased to extend to you this offer of employment with Oregon Health & Science University for the position of Postdoctoral **Researcher** with an annual salary of \$xxx,000 (a bi-weekly salary of \$xxxx). Confirming our recent discussion, this appointment is a full-time position with a start date of XXXXX. This position is an “employment at will” position, which means that your employment may end at any time.

This offer is conditioned upon acceptable results of a background check and satisfactory reference checks.

You will be eligible to participate in OHSU’s medical, dental, vision life and disability insurance benefits on the first of the month following your date of hire and benefits enrollment. Eligible family members, including domestic partners, may be enrolled in the plans as well. The OHSU benefit program is a cafeteria-style benefit plan for which you will receive a monthly contribution from OHSU to purchase your benefits. Dependent upon your choices you may have additional out of pocket expenses or receive taxable cash back. If you are covered under another medical insurance program and choose not to enroll in our medical plan, you may opt to receive cash back for benefit dollars not used. Below I have briefly outlined several OHSU benefits, which will be reviewed more fully with you during your orientation:

1. **Medical and Dental Insurance:** Several health plan options are available including an OHSU PPO plan. Three choices are available for dental plans. The medical plans include vision and pharmacy.
2. **Other Insurance:** Term Life Insurance (including dependent life), Short and Long Term Disability, Accidental Death and Dismemberment and Long Term Care Insurance.
3. **Flexible Spending Accounts:** Through payroll deductions, you may use pre-tax dollars for eligible childcare expenses up to \$5,000 per year and up to \$2,500 per year for eligible health care expenses.
4. **Time-Off Accruals:** Postdoctoral Researchers receive 80 hours of vacation annually and 12 days of sick leave per year, accrued monthly, tracked at the department level, as well as nine paid holidays per year.

5. Postdoctoral Researchers may participate in the University Voluntary Savings Program. The University Voluntary Savings Program is an optional retirement program that allows employees to contribute to a 403(b) or 457(b) plan through payroll deduction.
6. Parking and Alternative Transportation: Parking rates and availability vary by lot location. Due to our urban locations and the number of patients, employees and other guests who regularly visit OHSU, we encourage the use of mass transit, car pools, or other alternative forms of transportation. A Tri-Met/Max pass is available to OHSU employees at a significant discount. In addition, the OHSU Tram and Portland Streetcar are free to individuals who display an active OHSU employee identification badge.

XXXXX, the XXXX team and I are excited that you have decided to join us, and we look forward to the contributions you will make. I know you will find the work we are doing in XXXXX at OHSU to be rewarding and stimulating.

Please sign the second copy of this letter and return it to me at your earliest convenience. If you should have any questions, I may be reached at (503) XXX-XXXX.

Sincerely,

C: Human Resources

Accepted: _____

Date: _____

Postdoctoral Trainee Offer Letter Template

Date

Name

Address

City, State Zip

Dear XXXXX,

I am pleased to extend to you this appointment with Oregon Health & Science University for the position of Postdoctoral Trainee with an annual stipend of \$xxx,000 (a monthly stipend of \$xxxx). Confirming our recent discussion, this appointment is a full-time, fixed term appointment with a start date of XXXXX extending through XXXXX, and may be renewed by OHSU upon its expiration for an additional period of time. Individuals holding this title are not employees. The duration of this appointment and indicated stipend may be changed or eliminated if a grant, gift or contract fund supporting this appointment becomes unavailable.

This appointment is conditioned upon acceptable results of a background check and satisfactory reference checks.

You will be eligible to participate in OHSU's medical and dental insurance benefits on the first of the month following your date of appointment and benefits enrollment. Eligible family members, including domestic partners, may be enrolled in the plans as well. The OHSU insurance benefit program is a cafeteria-style benefit plan for which you will receive a monthly contribution from OHSU to purchase your insurance benefits. Dependent upon your choices you may have additional out of pocket expenses. Below I have briefly outlined several OHSU benefits, which will be reviewed more fully with you during your orientation:

1. **Medical and Dental Insurance:** Several health plan options are available including an OHSU PPO plan. Three choices are available for dental plans. The medical plans include vision and pharmacy.
2. **Other Insurance:** Term Life Insurance (including dependent life) and Long Term Care Insurance is available for purchase.
3. **Time-Off Accruals:** Postdoctoral Trainees are subject to leave policies consistent with the funding agency providing the financial support for the appointment.
4. **Parking and Alternative Transportation:** Parking rates and availability vary by lot location. Due to our urban locations and the number of patients, employees and other guests who regularly visit OHSU, we encourage the use of mass transit, car pools, or other alternative forms of transportation. A Tri-Met/Max pass is available to OHSU employees at a significant discount. In addition, the OHSU Tram and Portland

Streetcar are free to individuals who display an active OHSU employee identification badge.

XXXXX, the XXXX team and I are excited that you have decided to join us, and we look forward to the contributions you will make. I know you will find the work we are doing in XXXXX at OHSU to be rewarding and stimulating.

Please sign the second copy of this letter and return it to me at your earliest convenience. If you should have any questions, I may be reached at (503) XXX-XXXX.

Sincerely,

C: Human Resources

Accepted: _____

Date: _____